TITLE: Disk Check of Excessed Personal Computers

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AFFECTED DEPARTMENTS: IR&MS User Services

REFERENCES: Letter from C/Associate Administrator Office of Headquarters Operations dated April 2, 1997,

Subject: Disk Check of PC's

I. PURPOSE

   This document describes the process for removing data and cleaning Hard Disk Drives on machines
   removed from NASA Headquarters for Excess or Reutilization, by IR&MS personnel:

II. SCOPE

This procedure encompasses the process for cleaning Hard Disk Drives (HDD) prior to placing systems
in the reuse pool or excessed to the GSFC Property Disposal Officer. It also identifies the process for
excessing HDD's removed from systems during remedial maintenance or via the NASA upgrade
program.

III. DEFINITIONS

   HDD - Hard Disk Drive

   Excess - Equipment no longer required at NASA Headquarters. This equipment will
        normally be sent to Goddard Space Flight Center (GSFC) for final disposition.

   Reuse - Equipment to be placed in a reutilization pool for use at NASA
        Headquarters.

   Remedial Maintenance - Maintenance to correct a malfunction.

IV. ROLES AND RESPONSIBILITIES

1. The IR&MSC Maintenance & Logistics Group is responsible for insuring that all HDD's are cleaned
    prior to placing them in the excess or reutilization pool. The instructions outlined in the following
    paragraphs must be followed.

V. PROCEDURE

Whole Unit Systems:

Equipment removed from NASA users will be screened for Excess or Reutilization by an individual from
the IR&MSC Maintenance & Logistics Group. Each item having a HDD will be placed in a cage in
Receiving & Inspection (R&I) with the annotation (Excess or Reuse) clearly labeled on the outside of the
unit.

- The equipment will be held in the R&I Cage until the HDD's are cleaned.

- The HDD's will be cleaned using the following utilities:

    - DOS and Windows based Systems: The IMI 2000 Hard Drive Duplicator using the drive cleaning utility. This device using the wiping utility is DOD 5520.22–M approved. WipeDisk. The Norton WipeDisk Utility is a DOD 5520.22-M approved utility to clean drives used for classified information.

    - Apple Systems: HD SC Setup Utility

- The individual technician/engineer cleaning the HDD will affix a checkoff list on machine upon completion of the cleaning the HDD. The checkoff sheet will contain the following information: Date HDD Cleaned, Utility S/W used, Technician Initials.

Individual Hard Disk Drives:

HDD's removed during remedial maintenance or replaced during the upgrade program must also be cleaned prior to excess or reuse.

- Drives removed during remedial maintenance or those replaced during the upgrade program will be stored in CP-20 until they are cleaned and excessed to the GSFC Property Disposal Officer..

- Every effort will be made to access and clean data from HDD's removed during remedial maintenance using the same process noted above for whole unit systems. However, HDD's removed that are not accessible will be labeled with the following annotations:
    - Unable to access data, drive not serviceable, cannot guarantee information is not retrievable.
    - The drives will be marked as defective and sent to the GSFC Property Disposal Officer for disposal.

VI. RECORDS:

1. Whole unit systems:

    - The ECN numbers will be recorded for each system that is excessed or placed in re-use. The information will be placed in an Excel or similar spreadsheet and placed in the IRMS Document folder. The information contained in this spreadsheet will include the following:

        - Equipment ECN, Date HDD Cleaned, Technicians initials, Date Excessed, Date Picked up by NASA Movers.

2.   Individual HDD's.

    - Each HDD serial number will be listed in a spreadsheet with the following information: Date HDD Cleaned, Technician initials.

    - Date the HDD's were excessed and picked up by moving services.

Disk Check

Check Off List

Date: _____

Equipment Control Number (ECN): _____

Date HDD Cleaned _____

Technicians Initials: _____

Date Excessed _____

Date Picked up by NASA Movers. _____